




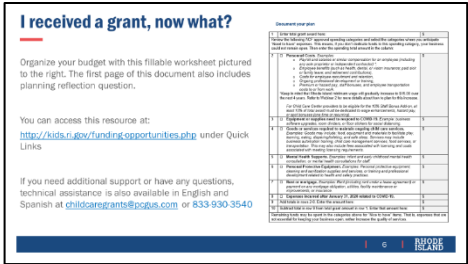

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Webinar 2 Script- Child Care Centers

Slide #	Script	Slide
1.	<p>Welcome to the ReInvigorate Child Care Stabilization Grants Webinar 2 for Child Care Centers.</p> <p>This webinar is designed to support your planning for the sustainable spending of grant funds to stabilize your child care business.</p>	
2.	<p>During this webinar, participants will:</p> <ol style="list-style-type: none"> 1. Locate Technical Assistance (TA) resources to support sustainable financial planning (0:58) 2. Identify “need to haves” and “nice to haves” for their program (3:25) 3. Evaluate their payroll systems in preparation for the \$15 minimum wage and sketch out a plan for implementing the 10% Staff Bonus Add-on (13:01) <p>This is a self-paced webinar. You can start and stop it at any time. Section start times are noted in the PDF script accompanying this presentation and posted in the description of this video.</p> <p>Now, let’s get started.</p>	
3.	<p><i>Part 1: Locating TA Resources</i></p>	
4.	<p>In this section, we will review where to locate technical assistance (TA) resources.</p> <p>You can locate several links to resources that support sustainable financial planning on http://kids.ri.gov/cabinet/funding-opportunities/.</p> <p>The Business Resources Toolkit is located under the Quick Links section of this page. This is a helpful resource when looking for information or assistance on budget planning, taxes, and/or</p>	








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	<p>recordkeeping. This toolkit also includes different partners located in Rhode Island that can be utilized for business and accounting practices or economic development.</p> <p>Under Quick Links, you can also access a document specific to Grant Recordkeeping, which contains further resources and quick questions regarding the Stabilization Grants.</p>	
5.	<p>Are you interested in small group technical assistance?</p> <p>The Center for Early Learning Professionals supports Rhode Island’s commitment to improving the care and education of the state’s youngest children by strengthening the early childhood workforce. The Center will provide immediate support to center based and family childcare administrators through small group technical assistance that focuses on business practices related to managing grant funding, including defining goals, budgeting and record keeping.</p> <p>If you are interested in small group technical assistance, please contact sterreault@edc.org.</p>	
6.	<p>An additional resource that can assist in creating a budget plan is the “I received a grant, now what?” resource. This fillable worksheet can help you prioritize and organize your budget so that you have a clear vision of how plan to use your grant award. You can also access this resource on http://kids.ri.gov/cabinet/funding-opportunities/ under Quick Links.</p> <p>Our team is here to support you throughout this grant process. If you need additional support or have any questions, technical assistance is also available in English and Spanish at childcaregrants@pcgus.com or 833-930-3540.</p>	
7.	<p>Part 2: “Need to haves” and “Nice to haves”</p>	





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<p>8.</p>	<p>In this section, we will explore how to prioritize areas of spending to support you in making thoughtful, strategic spending choices.</p> <p>Before you start spending, it is important to know and review all of your program costs. Ask yourself: Does my program have a budget that lists all program expenses?</p> <p>If not, we recommend you start by creating a budget or list of all program expenses you have. You may choose to use a template, such as an excel document, an online accounting software, or a simple list of all expenses.</p> <p>Take a moment to create, locate, or review your list of expenses before moving on.</p>	<p>Beginning with a Budget</p> <p>Ask yourself: Does my program have a budget that lists all program expenses?</p> <div> <div>Yes</div> <div>No</div> </div> <p>If Yes → Now is a great time to locate and review that budget</p> <p>If No → Now is a great time to create that budget</p>  <p>1 6 RHODE ISLAND</p>
<p>9.</p>	<p>Once you have a list of all your program expenses, we want to review the expenses and determine the type of expense. For this exercise, there are 2 types of expenses:</p> <ul style="list-style-type: none"> • “Need to have” or non-discretionary expenses- These are essential expenses that are required to keep your business open and operating. For example, staffing costs are essential. Without providers to supervise and engage with children, the program could not operate. • “Nice to have” or discretionary expenses- These are non-essential expenses that are a cost a business can survive without if necessary. For example, a program may subscribe to a children’s magazine that gets delivered weekly. While the magazine enhances the children’s experience in their reading corner/center, the program could still operate without the magazine. <p>Take a moment to start to review your budgeted list of expenses, and ask yourself: is this cost essential to keeping my business open and operating? If it is, then it is likely a “Need to have” expense. If not, it is likely a “Nice to have” expense.</p>	<p>Review Your Expenses</p> <p>Now it is time to determine which category your expenses fall under:</p> <ul style="list-style-type: none"> • Need to have or non-discretionary expenses <ul style="list-style-type: none"> • Required • Business would be unable to operate without • Nice to have or discretionary expenses <ul style="list-style-type: none"> • Non-essential • Business could survive without <div>   </div> <p>1 9 RHODE ISLAND</p>
<p>10.</p>	<p>Let’s look at a few examples of “Need to have” expenses.</p> <p>In operating a child care business, “Need to have” expenses will include any expense necessary to maintaining your child care license and providing safe care. This means, if the expense is helping you meet the health and safety requirements in the child care licensing standards, it is a “need to have” expense.</p> <p>For example, a “Need to have” expense could be the program’s rent or mortgage payment, since without a building, the child care program cannot operate. Maintaining a fully stocked first aid kit would also be considered a “Need to have” expense,</p>	<p>Need to Have Expenses</p> <p>If the expense is helping you meet the health and safety requirements in the childcare licensing standards, it is a “need to have” expense.</p> <div>   </div> <p>Example: First Aid Kit</p> <p>Example: Program Debts</p> <p>1 10 RHODE ISLAND</p>




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	<p>since this is listed as a requirement in the child care licensing standards.</p> <p>Another essential expense for any business is managing and paying down existing debts. While many businesses carry debt, too much debt can put your business at risk of staying open. If this is the case for your program, paying down existing debt from incurred expenses may be a “Need to have” expense.</p> <p>Under federal guidance, these grant funds may be used to pay down expenses incurred since January 2020 related to COVID-19.</p>	
11.	<p>“Nice to have” expenses are those which could be reduced or removed and your program could still operate/remain open. Often, these are tied to quality improvements and initiatives.</p> <p>As a business owner, you have the discretion to choose how to invest your grant funds, within the allowable spending categories. However, the priority is to invest in the “Need to have” first, and the “Nice to have” second. This means, first, you should spend to meet the baseline health and safety requirements to keep your business open; once stable, you should invest in quality initiatives to improve your programming.</p> <p>For example: A program has \$1,000 in grant funds that they would like to plan to spend. They are deciding between purchasing a computer for the science center and providing 2 families with tuition assistance next month. What do you think is the “Need to have” and the “Nice to have” expense?</p> <p>In this example, providing tuition assistance is a “Need to have” expense; in this scenario, if the family does not receive any tuition assistance, they will have to withdraw their children. Without children, a child care program cannot operate. The computer is a “Nice to have” expense. So, the program decides to use funds to help families cover tuition, so the children can remain enrolled and the program can continue to operate.</p>	<p>Nice to Have Expenses</p> <p>If you can remove this expense, and your program would still be able to operate, it is a “nice to have” expense. “Nice to have” expenses are still good, but “need to have” should be prioritized.</p> <ul style="list-style-type: none">• Example: New computer  <p>44 PUBLIC</p>
12.	<p>Let’s take a look at a couple of example expenses and identify if they are a “Need to have” or a “Nice to have” expense:</p> <ol style="list-style-type: none">1. Maria needs to purchase new flashlights for her program space.<ol style="list-style-type: none">a. While it is a small expense, it is a “Need to have” expense, since it helps Maria meet the licensing requirement of having a flashlight in working condition readily available. Maria identified this “need to have” expense by	<p>Scenarios</p> <p>“Need to have” or “Nice to have”?</p> <ul style="list-style-type: none">• 1. Maria needs to purchase new flashlights for her program space<ul style="list-style-type: none">• “Need to have”• 2. Fred needs to be recertified in CPR and First Aid<ul style="list-style-type: none">• “Need to have”• 3. Susana would like to buy a sun umbrella for the outdoor play space to create a shaded area<ul style="list-style-type: none">• “Nice to have”  <p>45 PUBLIC</p>



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	<p>reviewing the findings from the last unannounced monitoring visit.</p> <p>2. Fred needs his program staff to get recertified in CPR and First Aid.</p> <p>a. This is a “Need to have” expense, since health and safety regulations require providers to maintain their CPR and First Aid certification as a requirement of the position.</p> <p>3. Susana would like to buy a sun umbrella for the outdoor play space to create a shaded area for children to play.</p> <p>a. This is a “nice to have” expense, as a shaded play area is not listed as a requirement in the health and safety licensing regulations. If the program does not have a sun umbrella, they are still able to operate their business.</p>															
13.	<p>If you haven’t finished identifying the “Need to have” and “Nice to have” expenses in your program budget, take a moment to finish that now.</p> <p>In making a strategic and sustainable spending plan, it is important to spend money on the “Need to have” expenses first. This is an important prioritization, because the “Need to have” expenses are required to keep your business open.</p> <p>Take a look at your list of expenses and those you’ve identified as “Need to have.” Now ask yourself, do these expenses fall within the allowable spending categories, as set forth by the American Rescue Plan Act?</p> <p>Once you confirm that these expenses are allowable under ARPA guidance, you may move forward in spending your funds. Remember, it’s important to keep a detailed record of spending, as this may be helpful in case of an audit. Specifically, it will be important to demonstrate how these funds were used distinct from previous grant funding. Proof of spending may include a receipt, invoice, or other documentation that shows evidence of how funds were spent.</p>	<table><tr><th>Allowable Expenses Under ARPA</th><th>Description of Expenses</th></tr><tr><td>Equipment or supplies to respond to COVID-19:</td><td>Purchases of or updates to equipment and supplies to respond to the COVID-19 public health emergency.</td></tr><tr><td>Goods or services necessary to maintain child care services:</td><td>The items necessary to maintain or resume day to day child care services, including food, equipment and materials to facilitate play, learning, diapering and toileting, and safe sleep.</td></tr><tr><td>Mental health supports:</td><td>Mental health supports for children and employees.</td></tr><tr><td>Personnel costs:</td><td>Personnel costs, including payroll and salaries or similar compensation for an employee (including any sole proprietor or independent contractor), employee benefits, premium pay, or costs for employee recruitment and retention.</td></tr><tr><td>Personal Protective Equipment:</td><td>Personal protective equipment, cleaning and sanitization supplies and services, or training and professional development related to health and safety practices.</td></tr><tr><td>Rent or mortgage</td><td>Rent (including rent under a lease agreement) or payment on any mortgage obligation, utilities, facility maintenance or improvements, or insurance.</td></tr></table> <div>13PUBLIC CONSULTING GROUP</div>	Allowable Expenses Under ARPA	Description of Expenses	Equipment or supplies to respond to COVID-19:	Purchases of or updates to equipment and supplies to respond to the COVID-19 public health emergency.	Goods or services necessary to maintain child care services:	The items necessary to maintain or resume day to day child care services, including food, equipment and materials to facilitate play, learning, diapering and toileting, and safe sleep.	Mental health supports:	Mental health supports for children and employees.	Personnel costs:	Personnel costs, including payroll and salaries or similar compensation for an employee (including any sole proprietor or independent contractor), employee benefits, premium pay, or costs for employee recruitment and retention.	Personal Protective Equipment:	Personal protective equipment, cleaning and sanitization supplies and services, or training and professional development related to health and safety practices.	Rent or mortgage	Rent (including rent under a lease agreement) or payment on any mortgage obligation, utilities, facility maintenance or improvements, or insurance.
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14.	<p>Federal and state guidance does not dictate a deadline by which you must spend funds. The timing of spending is based on your program’s unique needs.</p> <p>For example, a program may have some immediate ‘need to have’ expenses that require spending the full grant immediately.</p> <p>Let’s look at an example: Rainforest Preschool received \$40,500 in grant awards. This program has \$30,000 in incurred program</p>	<div><div>Example</div><div>Let’s look at an example:</div><div>Rainforest Preschool Budget: \$40,500 Debt: \$30,000 Furnace: \$10,000</div><div>Expenses are “need to have” and allowable per ARPA guidance, so the provider may spend all funds immediately, since these funds are intended to keep the business open.</div><div></div></div> <div>14PUBLIC CONSULTING GROUP</div>														



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	<p>expenses related to keeping the program open during the pandemic and in order to remain in their program space, they must replace the furnace system, so the heat is working reliably. This will cost another \$10,000. These expenses are allowable per ACF guidance, and the provider may spend all funds immediately, since these funds are intended to keep the business open.</p> <p>For other programs, their needs may not be as immediate, so spending can be stretched out over time. For example, mortgage costs may remain consistent over time, so a program may choose to spend funds across time to meet these needs.</p> <p>Whether your program needs funds to be spent quickly to keep your doors open, or over time, it is important that funds are first spent on “Need to have” expenses before “Nice to have” expenses.</p>	
15.	<p>As you plan how to spend your grant funds, ask yourself the following questions in preparation:</p> <ul style="list-style-type: none">• Does my program have a written budget?• Can I identify in our written budget what is essential to keep our program doors open (a “need to have” expense), vs. what is a “nice to have” expense?• Now that I’ve identified the “Need to have” expenses, how do these align to federal and state guidance?• When do I need to spend these funds: immediately or over time?• With any remaining funds, what “nice to have” expenses does my program have where I can spend remaining funds? <p>Remember, your grant award is designed to help you keep your program operating. If you need any additional support in planning the use of your funds, please reach out to: childcaregrants@pcgus.com or 833-930-3540.</p>	<div><h3>Questions to Ask Yourself</h3><p>As you plan to spend your grant funds, ask yourself these questions</p><ul style="list-style-type: none">• Does my program have a written budget?• Can I identify in our written budget what is essential to keep our program doors open (a “need to have” expense), vs. what is a “nice to have” expense?• Are these expenses allowable according to federal and state rules and guidance?• When do I need to spend these funds?• What “nice to have” expenses does my program have where I can spend remaining funds?<p>If you need any additional support in planning the use of your funds, please reach out to: childcaregrants@pcgus.com or 833-930-3540</p></div>
16.	<p><i>Part 3: Minimum Wage</i></p>	




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17.	<p>Currently, the state of Rhode Island minimum wage is \$11.50 per hour. In an effort to support Rhode Island workers and families, legislators voted to gradually raise the minimum wage to \$15.00 per hour over a period of four years.</p> <p>This increase is exciting for Rhode Island, as it will help to bridge the gap between growing inflation rates and living expenses and low pay rates for essential workers, which includes child care providers.</p>	<div><h3>RI Minimum Wage Increase</h3><div><div>\$11.50 → \$15.00</div><div>4 years</div><div>https://www.rigov.org/view/41170</div></div><div>19 RHODE ISLAND</div></div>										
18.	<p>The early childhood workforce is crucial in meeting the needs of children and families in Rhode Island. While the increase in minimum wage will help child care programs recruit and retain valuable staff, we know that the increase in pay will need to be planned for in order for providers to continue to operationally thrive as a program.</p>	<div><h3>Planning for this Change</h3><ul style="list-style-type: none">Higher minimum wage → Retain valuable staffHigher pay needs to be planned<div></div><div>18 RHODE ISLAND</div></div>										
19.	<p>As mentioned, this increase will happen gradually over the course of four years.</p> <p>The timeline for this wage increase follows:</p> <ul style="list-style-type: none">On January 1, 2022, the minimum wage will increase to \$12.25 per hour.On January 1, 2023, the minimum wage will increase to \$13.00 per hour.On January 1, 2024, the minimum wage will increase to \$14.00 per hour.On January 1, 2025, the minimum wage will increase to \$15.00 per hour.	<div><h3>Timeline</h3><p>Below is the timeline for the gradual increase in minimum wage in the state of Rhode Island.</p><table><tr><th>Date</th><th>Updated Minimum Wage</th></tr><tr><td>January 1, 2022</td><td>\$12.25</td></tr><tr><td>January 1, 2023</td><td>\$13.00</td></tr><tr><td>January 1, 2024</td><td>\$14.00</td></tr><tr><td>January 1, 2025</td><td>\$15.00</td></tr></table><div>19 RHODE ISLAND</div></div>	Date	Updated Minimum Wage	January 1, 2022	\$12.25	January 1, 2023	\$13.00	January 1, 2024	\$14.00	January 1, 2025	\$15.00
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January 1, 2022	\$12.25											
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20.	<p>The gradual implementation of this minimum wage increase will help child care providers and other Rhode Island businesses to plan for this increased cost in staffing.</p> <p>It will be helpful for your child care program to think ahead and begin to budget your increased cost in wages due to this legislative change.</p> <p>Let’s take a look at how ABC Child Care planned for this cost increase:</p> <p>ABC Child Care has 5 staff members who are currently paid at the minimum wage rate of \$11.50 per hour. These 5 staff members work 40 hours per week. The program is closed for 2 weeks out of the year for various holidays, so they work 50 weeks out of the year. Their current pay is \$23,000 per person (that is, \$11.50 per hour x 40 hours per week x 50 weeks). In</p>	<div><h3>Example of Planning for this Change</h3><p>ABC Child Care</p><ul style="list-style-type: none">5 staff members \$11.50 per hour for 40 hours per week at 50 weeks per year.Current wage expense is \$23,000 per person (that is, \$11.50 per hour x 40 hours per week x 50 weeks).In total, the annual wage cost for this center is currently \$115,000 (\$23,000 annual wage x 5 staff members).<p>Next year when the minimum wage increases to \$12.25 per hour, total wage expense for the year will be \$122,500 if all 5 staff are maintained at full time (\$12.25 per hour x 40 hours per week x 50 weeks x 5 staff).</p><ul style="list-style-type: none">Therefore, ABC Child Care’s total wage expense increase for 2022 will be \$7,500.<div>20 RHODE ISLAND</div></div>										




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	<p>total, the annual wage cost for this center is currently \$115,000 (\$23,000 annual wage x 5 staff members).</p> <p>Next year when the minimum wage increases to \$12.25 per hour, total wage expense for the year will be \$122,500 if all 5 staff are maintained at full time (\$12.25 per hour x 40 hours per week x 50 weeks x 5 staff).</p> <p>Therefore, ABC Child Care's total wage expense increase for 2022 will be \$7,500.</p> <p>ABC Child Care is planning to reserve a portion of its grant award to assist them with these wage increases over the next few years.</p>	
21.	<p>In order to plan for your program's wage needs over the next few years:</p> <ul style="list-style-type: none">• First, identify your program's current wage rate per hour.• Then, assess the difference between your program's current wage rate and the \$12.25 required rate per hour that will go into effect on January 1, 2022.• Next, multiply the difference across your number of staff, the hours they work, and the number of weeks they work in order to calculate the total cost impact of the increase.	<div><h3>Total Cost Impact</h3><p>How will this increase financially impact your program?</p><ol style="list-style-type: none">1. Identify current wage rate per hour.2. Calculate the difference between your program's current wage rate and the \$12.25 required rate per hour that will go into effect on January 1, 2022.3. Multiply the difference across your number of staff, the hours they work, and the number of weeks they work in order to calculate the total cost impact of the increase.<p>Difference x # of staff x hours they work per week x weeks per year = total cost impact</p><p>21 RHODE ISLAND</p></div>
22.	<p>Now that you know what the total impact of the increase will be for your program, let's brainstorm how your program can cover the cost, or increased budget. In most cases, the way a program can cover increased costs is by increasing their revenue and/or decreasing their costs.</p> <p>For example:</p> <ul style="list-style-type: none">• Is your program able to use some of the funds received from the child care stabilization grants to cover this cost in the future? Are there other grants or community scholarships for which your program can apply?• Is your program fully enrolled? If not, what strategies can you take to increase program enrollment?• Does your program's tuition rates and fees cover the true cost of care for your program?<ul style="list-style-type: none">○ The goal is not to simply increase tuition, as we recognize child care is expensive and often cost prohibitive for families. However, it is	<div><h3>Questions when Planning</h3><ul style="list-style-type: none">• Is your program able to use some of the funds received from the child care stabilization grant to cover this cost in the future?• Are there other grants / scholarships for which your program can apply?• Is your program fully enrolled? If not, what strategies can you use to increase enrollment?• Does your program's tuition rates and fees cover the true cost of care for your program?• Is your program participating in reimbursement programs which financially support your program?<ul style="list-style-type: none">- CCAP and Child and Adult Care Food Program (CACFP)• Is your program collecting all tuition and fees from families?• Are there "need to have" expenses that can be reduced / negotiated?• Are there "nice to have" expenses that your program can reduce / eliminate?<p>22 RHODE ISLAND</p></div>





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	<p>important that your rates are accurate for covering your costs.</p> <ul style="list-style-type: none">• Is your program participating in reimbursement programs which financially support your program, such as CCAP (Child Care Assistance Program) or CACFP (Child and Adult Care Food Program)?• Is your program collecting all tuition and fees from families?• Are there “Need to have” expenses that may be reduced or renegotiated?<ul style="list-style-type: none">○ For example, a program may review their insurance policies and find they are overpaying for their coverage.• Are there “Nice to have” expenses that your program can reduce or eliminate in order to save money for the wage cost increase?<ul style="list-style-type: none">○ For example, a program may suspend their subscription to an online educational website where children play educational games and opt to use the limited, free version.	
<p>23.</p>	<p>For example, Little Ducklings Preschool identifies they will need an additional \$6,000 to cover staffing costs next year to meet the increased minimum wage.</p> <p>The director begins by reviewing the program budget to see if they are collecting all of their possible revenue. While the program is fully enrolled, there is one family who is 2 months behind on payments; this would increase their revenue by \$900. The director decides they must speak to the family to establish a payment plan or stop services.</p> <p>The director also decides to dedicate 10% of their ReInvigorate Child Care Stabilization grant to cover the increase in staff wages. Since this is a wage enhancement, the 10% dedicated would qualify for the Staff Add-on Bonus when they apply for recertification. This adds \$4,050 to cover the staffing costs.</p> <p>Finally, the director reviews their expenses and they identify they are spending \$300 a year to advertise in the local newspaper. Because the program is fully enrolled, the director decides to eliminate this expense. The director also decides to switch internet providers to take advantage of a lower rate; this will save the program \$750 for the year.</p> <p>By reviewing revenue and expenses, the director has identified \$6,000 worth of costs that can be used to cover the increase in staff wages.</p>	<p>Example</p> <p>Little Ducklings Preschool need an additional \$6,000 to cover staffing costs next year to meet the increased minimum wage.</p> <ul style="list-style-type: none">• Review budget• Collect all possible revenue• Dedicate grant money• Eliminate an advertising expense• Lessen an existing expense by switching internet providers  <p>20 RHODE ISLAND</p>



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24.	<p>The increase in the minimum wage will be implemented over a period of four years, allowing all providers time to analyze their program's spending to ensure they are paying any employed staff a fair and adequate wage. This is important for the early childhood workforce and this is the goal of the minimum wage increase.</p> <p>With the information provided in this section, your program can feel confident in being informed and equipped to adapt to this legislative change.</p> <p>If you need additional support in this planning, please reach out to ChildCareGrants@pcgus.com or toll free at 833-930-3540 for support in English and Spanish.</p>	<div><h3>Time to Plan</h3><p>The increase in the minimum wage will be implemented over a period of four years, allowing all providers time to analyze their program's spending to ensure they are paying themselves and any employed staff a fair and adequate wage. This is important for the early childhood workforce, and this is the goal of the minimum wage increase.</p><p>With the information provided in this section, your program can feel confident in being informed and equipped to adapt to this legislative change.</p><p>If you need additional support in this planning, please reach out to ChildCareGrants@pcgus.com or toll free at 833-930-3540.</p><p>24 RHODE ISLAND</p></div>
25.	<p>All Rhode Island licensed Child Care Centers who applied and were awarded 3 monthly grants in the initial application are eligible and encouraged to apply for an additional 3 monthly grant funds through the recertification application.</p> <p>Child Care Centers who committed 10% or more of their first 3-month grant award to direct qualifying payments to their workforce are eligible to receive an additional payment to their recertification award. This increase payment will be an additional 10% of the total recertification grant award, which is 3 monthly grants.</p> <p>For example: ABC Child Care has 3 classrooms. They were awarded \$40,500 in the initial application (3 classrooms x \$4,500 monthly award x 3 months). They committed 10% of their award to support staff in the form of wage increases. When they apply for the next three months' of funding, they will receive an additional \$4,050 on top of their second award.</p>	<div><h3>Eligible for an additional payment?</h3><p>Child Care Centers who committed 10% or more of their first 3 monthly grant award to direct qualifying payments to their workforce are eligible to receive an additional payment to their recertification award. This increase payment will be an additional 10% of the total recertification grant award.</p><p>Example: ABC Daycare</p><ul style="list-style-type: none">• Awarded \$40,500 in the initial application• Committed 10% of their award to support staff in the form of wage increases• When they apply for the next three months of funding, they will receive an additional \$4,050 on top of their second award.<p>25 RHODE ISLAND</p></div>
26.	<p>Before your program commits to dedicating 10% of your first 3 monthly awards to wage add-ons, it's important for you to understand what a wage add-on is. A wage add-on may be a raise or increase in pay, hazard pay, or a spot bonus.</p> <ul style="list-style-type: none">• A wage enhancement is a long-term or permanent salary or hourly wage increase. For example, your Center may choose to increase your staff's hourly pay rate from \$12.00 per hour to \$13.00 per hour indefinitely.• Hazard pay is a short-term increase in income to compensate employees for working in difficult conditions. COVID-19 has created conditions for essential workers like child care providers which are	<div><h3>Qualifying Staff Wage Add-ons</h3><ul style="list-style-type: none">• Wage enhancement<ul style="list-style-type: none">• Long term or permanent salary or hourly wage increase• Hazard pay<ul style="list-style-type: none">• Short term increase in income to compensate employees for working in difficult conditions• Spot bonus<ul style="list-style-type: none">• One-time or recurring lump sum payment in addition to normal wages<p>26 RHODE ISLAND</p></div>



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	<p>more difficult than normal working conditions. To provide short-term relief for your staff, your Center may choose to increase your staff's hourly pay rate for a specific period of time. For example, your Center may increase your staff's pay rate by \$1.00 per hour for 3 months.</p> <ul style="list-style-type: none">A spot bonus is more like a one-time or recurring lump-sum payment in addition to normal wages. Your program may choose to give each member of your staff a \$250, one-time bonus to recognize them for taking great care of the children in your program. Your program may alternatively choose to give your staff a recurring monthly bonus over the next 3 months, or for the amount and duration of your choosing.	
27.	<p>Before you decide on the type of wage add-on your program may provide to your staff, you will need to consider which staff would receive the wage add-on.</p> <p>You child care program may consider offering the wage add-on to one of the following staff groupings:</p> <ul style="list-style-type: none">All staffStaff working directly with childrenStaff who have been employed with your program for a certain amount of time to encourage longevity and experience <p>The staff grouping your program chooses to compensate will impact the number of awards and amount of awards your program is able to provide.</p>	<p>Who should receive the wage add on?</p> <ul style="list-style-type: none">• All staff?• All staff working directly with children?• All staff who have been employed with your program for a certain amount of time to encourage longevity and experience? <p>27 RHODE ISLAND</p>
28.	<p>Once your program determines who will receive a wage add-on, the type of wage add-on your program will provide, and how much the wage add-on will be per person, you will need to determine how and when the wage add-on will be disbursed to your staff.</p> <p>We encourage you to consult with your Center's bookkeeper, finance director, or tax advisor when considering how to budget, administer, and disburse the wage add-on.</p> <p>Please remember to retain supporting documentation for all disbursements made with your grant awards. That way, you will have all documentation on hand in the event that your Center is audited and the documents are requested as proof of expenditure.</p>	<p>Disbursing the Wage Add-On</p> <p>Who receives it → Which type of wage add-on → How much it will be per person → How is this to be disbursed</p> <p>★ Remember to retain documentation of this disbursement</p> <p>28 RHODE ISLAND</p>



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29.	Wrap up	
30.	<p>As we wrap up this webinar, let's review our learning objectives for this session. In this session, we:</p> <ol style="list-style-type: none">1. Located Technical Assistance (TA) resources to support sustainable financial planning2. Identified "need to haves" and "nice to haves" for your program3. Evaluated your payroll systems in preparation for the \$15 minimum wage and sketched out a plan for implementing the 10% Staff Bonus Add-on <p>If you have questions or feedback regarding the webinar and any of its contents, please reach out at ChildCareGrants@pcgus.com or toll free at 833-930-3540</p>	
31.	Thank you for participating in this webinar – we hope this has been helpful to you!	